

Department of General Services
Policy HR-7 Drug Free Workplace
Attachment B

DRUG AND ALCOHOL TESTING INSTRUCTIONS

Instructions and Chain of
Custody Form provided:

To: _____

Date: _____

Time: _____

Supervisor Initials: _____

Employee must take the **Chain of Custody Form and Picture Identification** to the designated collection site:

Richmond

OCC Health Services at Retreat Hospital
2621 Grove Avenue
Richmond VA 23220
(804) 254-5467

Collection Hours:

Monday – Friday 8 am – 3:30 pm

Transportation service provided by Glen Allen Cab, (804) 364-2666

Wytheville

Advance Drug Testing
175 W Main Street
Wytheville VA 24382
(276) 620-5186

Collection Hours:

Monday – Friday 9 am – 5 pm

Transportation service provided by City Cab of Wytheville, (276) 228-2556

The designated transportation service will transport the employee and supervisor from work to the collection site. Upon completion of testing, the transportation service will transport the supervisor back to the workplace and the employee to their home, unless the employee has arranged for someone else to pick them up at the collection site. Neither the supervisor nor the employee are required to pay the transportation company; DGS will make direct payment to the transportation company for their services.

Updated 8/1/16 to reflect new testing sites provided by vendor Alere Toxicology